

S
629.283
P115

SEP 23 1969
STATE DOCUMENTS

T R A F F I C E D U C A T I O N H A N D B O O K

Standards and Procedures
For State-Approved Traffic Education Programs

Effective September, 1969

State of Montana
Office of the Superintendent
of Public Instruction
Dolores Colburg, Superintendent
Helena 59601

Montana State Library



3 0864 1006 4731 5

CONTENTS

	Page
GLOSSARY OF TERMS	iii
STANDARDS FOR TRAFFIC EDUCATION PROGRAMS.	1
Teacher.	1
Program.	1
Student Enrollment	4
Records and Reports.	6
Policies Regarding the Traffic Education Vehicles.	6
APPLICATION AND REIMBURSEMENT PROCEDURES.	9
Application.	9
Reimbursement.	9
Driver Examination Procedure Requirements.	10
DRIVER EDUCATION LAW.	11
APPENDIX	
Sample Forms and Letters	



Digitized by the Internet Archive
in 2016

<https://archive.org/details/trafficeducation1969mont>

GLOSSARY OF TERMS

1. Behind-The-Wheel On-Range - multi-media teaching technique whereby students are given behind-the-wheel instruction on a special off-street facility. A number of vehicles operated by student drivers are under the supervision of one or more teachers located outside the vehicle. Various communication systems can be utilized.
2. Behind-The-Wheel In-Simulation- multi-media teaching technique which employs both film and electromechanical devices designed to represent the driver's environment. This technique is instrumental in the development of the students' perceptual skills along with appropriate behavioral responses.
3. Behind-The-Wheel On-Street - teaching technique which allows the student driver to obtain driving experience behind-the-wheel of a dual-control vehicle in actual traffic situations.
4. Classroom Instruction - teaching methods and techniques covering such content area as traffic citizenship, laws and regulations, characteristics of drivers, role of government, trip planning, traffic problems.
5. Driver Improvement Course - a course conducted for traffic law violators, traffic accident repeaters, etc. for the purpose of re-education in traffic responsibilities.
6. Dual-Control Vehicle - a vehicle equipped with an extra clutch and brake.
7. Four-Phased Program - a Traffic Education program which includes classroom, behind-the-wheel on-street, behind-the-wheel in-simulation, behind-the-wheel on-range instruction.
8. Laboratory Instruction - extension of the classroom instruction which provides students with the opportunity for traffic experience under real or simulated conditions.
9. Observation Time - student's time spent in the vehicle other than at the controls; involves group discussion and assessment of the driving task.

10. Psychophysical Equipment
 - testing devices used to measure certain psychophysical characteristics such as field of vision, visual acuity, distance judgment, reaction time, color discrimination.
11. Standard Course
 - a course which includes both classroom and laboratory instruction, both of which meet minimum state standards.
12. Traffic Education
 - synonymus with driver education. It involves learning experiences which are provided by the school for the purpose of helping students become good traffic citizens and of instilling a desire to use motor vehicles safely and efficiently.

STANDARDS FOR TRAFFIC EDUCATION PROGRAMS

I. TEACHER QUALIFICATIONS FOR TRAFFIC EDUCATION

The teacher must have:

- A. A valid Montana teaching certificate;
- B. A minimum of 6 quarter hours preparation including a basic Traffic Education course of 3 quarter hours, and an advanced Traffic Education course of 3 quarter hours;
- C. A valid Montana driver license;
- D. A valid Approval as a Qualified Teacher of Traffic Education issued by the Office of the Superintendent of Public Instruction;
- E. A driving record, local, state, and national, free from repeated accident experience and traffic law violations.

II. THE PROGRAM

The program:

- A. Must consist of a minimum of 30 clock hours of classroom instruction, a minimum of 6 clock hours of laboratory (behind-the-wheel) instruction per student, plus a minimum of 12 clock hours of observation time. It is strongly recommended that the classroom program be increased to 45 clock hours and the laboratory (behind-the-wheel) instruction increased to 8 clock hours.
- B. All phases of Traffic Education instruction must be integrated and correlated. The classroom phase, behind-the-wheel on-street phase, behind-the-wheel in-simulation phase, and behind-the-wheel on-range phase must be taught concurrently. Program approval will not be granted if the classroom phase is completed before laboratory instruction is scheduled to begin.
- C. The laboratory phase of the program will be limited to 6 hours per day per instructor.

1. Classroom Instruction

The program of classroom instruction must extend over a period of not less than 30 days with no more than 1 hour of classroom instruction per pupil per day. During the regular school year each Traffic Education program should be scheduled for a full semester.

The program must include the following units of study recommended by the National Commission on Safety Education:

TRAFFIC CITIZENSHIP: responsibility to other drivers and highway users . . . community, family, self, etc. . . . attitudes of safe living . . . courtesy and manners . . . support of public officials . . . traffic control devices

LAWS AND REGULATIONS AND THEIR ENFORCEMENT BY COURTS: uniform traffic laws and ordinances, state motor vehicle laws, Uniform Vehicle Code and Model Traffic Ordinances . . . official safety agencies

CHARACTERISTICS OF DRIVERS: mental, emotional, physical and physiological

SOCIETY AND DRIVING: effects of alcohol and drugs . . . psychology and driving . . . our culture and driving

DRIVING SKILLS: basic habits and maneuvers . . . driving in the city, on the highway, on expressways . . . hazardous conditions and meeting emergencies . . . efficient driving

DEVELOPMENT OF JUDGMENT: vision and perception . . . knowledge and analysis of traffic situations . . . making decisions . . . reaction time . . . physical laws that affect driver and pedestrians

THE MOTOR VEHICLE: history and development . . . economics of vehicle ownership . . . trip planning . . . mechanics of the vehicle . . . safety devices . . . vocational driving

TRAFFIC ACCIDENTS: causes . . . human and economic loss . . . what to do in case of an accident . . . built-in response systems for meeting the unexpected

ENGINEERING: automotive . . . highway . . . traffic

2. Laboratory Instruction

The program of laboratory instruction must extend over a period of not less than 10 days. Laboratory instruction must not exceed 1 hour per day per pupil, exclusive of observation time.

A driving simulator or multiple-car driving range may be used, but at least 3 hours of the required 6 hours must be behind-the-wheel on-street instruction. The simulator and/or driving range must be approved by the Traffic and Safety Education Supervisor, Office of the Superintendent of Public Instruction. Four (4) hours of simulator time or range instruction is required to equal 1 hour of behind-the-wheel on-street experience, i.e., 12 hours of simulator or range time is equivalent to 3 hours of behind-the-

wheel on-street instruction. Simulator and range time should be alternated with behind-the-wheel on-street driving.

The laboratory instruction must include the following units of study:

1. orientation to the automobile;
2. fundamentals of driving;
3. skills in handling difficult driving problems and in meeting emergencies;
4. development of the appropriate attitude and behavioral responses.

Scheduling

Classroom and laboratory instruction periods must be arranged to meet the time requirements. The following charts may be used to determine the number of periods required per student for classroom and laboratory instruction.

CLASSROOM INSTRUCTION

Minutes Per Period	<u>For 30 clock hours</u>	<u>For 45 clock hours</u>
	Number of Periods Required	Number of Periods Required
40	45	68
45	40	60
50	36	54
55	33	49
60	30	45

LABORATORY INSTRUCTION

Minutes Per Period	<u>For 6 clock hours</u>	<u>For 8 clock hours</u>
	Number of Periods Required	Number of Periods Required
40	9	12
45	8	11
50	8	10
55	7	9
60	6	8

- D. There are several different systems used in scheduling classes for Traffic Education. Each administrator must apply sound judgment in selecting a system which will allow him to include Traffic Education in the curriculum of the school.

The following considerations should be taken into account:

1. The number of students and how they are to be accommodated;
 2. The number of weeks needed to complete the course;
 3. The amount of time to be allotted to classroom instruction and laboratory phases;
 4. The number of qualified teachers available;
 5. The availability of dual-control vehicles.
- E. Traffic Education programs should be included in the regular school curriculum whenever possible. Classes may be taught after regular school hours or on Saturdays as well as on regular school days or as a summer school program. Scheduling either classroom or laboratory instruction on Sunday is prohibited. High schools may cooperate in the presentation of a Traffic Education program.

III. STUDENT ENROLLMENT

- A. The board of trustees of any county high school or any district maintaining a secondary school which includes grades 10 to 12 inclusive, may establish and maintain a Traffic Education course for pupils enrolled in the secondary schools in the districts or county high schools, provided that any student enrolled in the course will have reached his 15th birthday within 6 months of course completion.
- B. Individual class size should be related to the program time requirements and may not exceed 30 pupils.*

* Schools desiring to experiment with new teaching techniques or class organization which may depart in some degree from one or more of the above standards must apply to the Office of the Superintendent of Public Instruction for approval of the proposed plan. A brief outline describing the proposed program and its purpose must be submitted with the request.

- C. All students enrolled in the laboratory behind-the-wheel on-street phase are required to have in their possession a valid RESTRICTED INSTRUCTION PERMIT. The permit is valid for 12 months from the date of issue providing that the student is accompanied by a certified Traffic Education Instructor who is occupying a seat beside the permittee.* Permits are issued to district superintendents upon approval of the program by the Traffic and Safety Education Supervisor.

Restricted Instruction Permit

This permit must be in student's immediate possession when operating a motor vehicle, and is valid for 12 months from date of issue according to restrictions on reverse side.

void

Student's Signature



RESTRICTED INSTRUCTION PERMIT

This Restricted Instruction Permit is issued to

void

born _____, and authorizes
 Month Day Year

him or her to operate a motor vehicle within _____

miles of the _____ School,
 when an approved Driver Education Instructor is
 occupying a seat beside the permittee.

Date of issue _____

 Supt. or Principal

Alv. B. Stephenson

Supervisor, M.H.P.

* It is recommended that the Restricted Instruction Permit be issued at the beginning of each behind-the-wheel lesson and then picked up at the close of the lesson.

IV. RECORDS AND REPORTS

- A. Reimbursement and licensing procedures require accurate school district records.
- B. The high school should keep records of:
 - 1. Application for course approval;
 - 2. Reimbursement request forms;
 - 3. Notice of course completion for students 15 years of age;
 - 4. Restricted Instruction Permits;
 - 5. Psychophysical testing records;
 - 6. Student individual driving records;
 - 7. Course completion reports;
 - 8. Specific cost records;
 - 9. Accident reports;
 - 10. Vehicle agreement;
 - 11. Insurance (vehicle);
 - 12. Registration for vehicle.

V. POLICIES REGARDING THE TRAFFIC EDUCATION VEHICLES

A. Procurement of Dual-Control Vehicle

Through the cooperation of automobile manufacturers and dealers, most high schools having a qualified instructor can obtain a dual-control practice-driving vehicle from a local dealer without charge, except for maintenance cost, insurance, gasoline, and oil. The major automobile companies now allow their dealers a small reconditioning allowance on all vehicles loaned to local school districts for use in their Traffic Education programs. For the most part, it is a gesture of public relations on the part of the dealers.

The school's relationship with the dealer who may lend the school a dual-control vehicle must not be overlooked. All problems relating to the vehicle's use should be discussed between dealer, instructor and administrator only--never with students. The dealer should never be embarrassed by being requested to permit use of a loaned car for other than the contracted school purpose. He should be invited to meet and talk with the Traffic Education class and he should be given some recognition for his generous contribution to the program of the school.

The negotiation for the loan or lease of a vehicle in most cases is conducted between the local dealer and the school district. In some instances, a vehicle may be loaned by a dealer in a neighboring community. The American Automobile Association has given much help in procurement of dual-control vehicles for many high schools. Application and agreement forms for securing practice-driving vehicles may be obtained from the local American Automobile Association.

B. Licensing Traffic Education Vehicles

An exempt license plate may be obtained for a Traffic Education vehicle, providing an agreement is entered into by the dealer and the school.

Responsibility for securing an exempt license rests with the school district. Upon the expiration of the agreement, the exempt license must be returned to the County Treasurer and the registration certificate returned to the Registrar of Motor Vehicles.

C. Insurance Coverages

The local school district must provide adequate vehicle insurance for the protection of the school, the teacher and the students.

Legal counsel should be secured when determining the most appropriate type of insurance coverage. A suggested minimum coverage should include the following:

1. Bodily Injury Liability	\$100,000 each person \$300,000 each accident
2. Property Damage Liability	\$ 10,000 each accident
3. Medical Payment	\$ 1,000 each person
4. Comprehensive	Actual Cash Value
5. Collision	80% or \$50.00 deductible

The Traffic Education teacher has no personal immunity and, like any other person, is liable for his own negligence when demonstrating in a Traffic Education vehicle, when teaching in the classroom, and when the student is driving. He can obtain three types of insurance to protect himself. First, if the owner of the automobile carries a standard liability insurance policy, the teacher may be protected under the additional insured clause which protects anyone who is driving the automobile with the permission of the "named insured" or anyone who is legally responsible for the use of the automobile. Second, if the owner carries no insurance protecting the teacher, the teacher may purchase a policy protecting himself as a non-owner. Third, if the teacher owns an automobile and carries a standard automobile liability policy, he may be able to extend his policy to the use of other automobiles by paying a small additional premium. These types of insurance will give the teacher protection in regard to legal liability involving a motor vehicle. Coverage is also available for teachers not using motor vehicles. Available to them is a comprehensive personal liability policy which includes coverage for accidents arising out of personal activities. Therefore, with proper automobile liability protection and comprehensive personal liability, the teacher is fully protected against any legal liability he may incur in connection with Traffic Education.

D. Specifications for the Traffic Education Vehicles

Required:

1. Heater and defroster;
2. Dual-control brake;
3. Two exterior mirrors;
4. All Federal Safety Standard Equipment;
5. First aid kit;
6. Flares;
7. Fire extinguisher.

Recommended:

1. Power steering and power brakes;
2. Split or bucket type front seat;
3. Four door sedan;
4. Air conditioning.

E. Proper Identification of the Traffic Education Vehicle

All vehicles used in the Traffic Education program are to be identified by either an overhead sign, a bumper sign, or both. When the rear bumper sign is used it should not be so large as to obstruct a driver's rear vision. Decals provided by the dealers are used only in conjunction with one or both types of signs.

F. Restriction on Use of the Traffic Education Vehicles

Vehicles provided by dealers on a free-loan basis should be used for Traffic Education purposes only.

APPLICATION AND REIMBURSEMENT PROCEDURES

In accordance with Chapter No. 214 of the Montana Session Laws, 1969, the following application and reimbursement procedures have been established:

I. APPLICATION

- A. A school district must apply for and receive approval of the Superintendent of Public Instruction for the district's Traffic Education program before the program begins, or the school district will not be eligible for funds. Applications for approval must be submitted on or before the following due dates:

<u>Program Conducted</u>	<u>Application Deadline</u>
First Semester	August 15
Second Semester	January 10
Summer Program	May 15

- B. If a school district wishes to conduct more than one type of Traffic Education program (i.e., regular school year and summer), it must request and obtain approval for each type of program before the applicable deadline. Application for all programs may be made at one time on one application form provided a classroom and laboratory schedule is submitted for each program.
- C. To obtain approval for a Traffic Education program, a school district must complete and submit in triplicate Form F160-411.090 (School District Application for Approval of Traffic Education Program) and one copy of Form F1800-411.090 (Classroom and Laboratory Schedule) for each program to be conducted, prior to the applicable deadline. Following action by the Superintendent of Public Instruction, one copy of the application will be returned to the school district.
- D. The Traffic Education teacher must complete and submit Form F617-411.090 (Application for Approval as a Qualified Teacher of Traffic Education) and receive approval from the Superintendent of Public Instruction prior to the beginning date of the program. Approval as a qualified teacher of Traffic Education is valid for 1 year.

II. REIMBURSEMENT

- A. The administrative official of the school district or county high school is responsible for submitting Form F161-411.090, a certified list of pupils who have completed a state-approved Traffic Education program. This list is the official request for reimbursement by the school district or county high school. Form F161-411.090 is submitted ONCE each year, on or before July 10.

- B. On or before July 31 of each year, the Superintendent of Public Instruction shall disburse to the school districts and county high schools the amount of Traffic Education reimbursement money to which they are entitled, based on the number of pupils listed on Form F161-411.090 and on the money available for reimbursement in the state Traffic Education account.

III. DRIVER EXAMINATION PROCEDURE REQUIREMENTS

- A. Students completing a Traffic Education course should be advised of the requirement for presenting a birth certificate to the Montana Highway Patrol Examiner at the time they appear for examination.
- B. Before students 15 years of age can be issued a driver license receipt from the County Treasurer, the administrative official of the school district or county high school must verify successful completion of a state-approved Traffic Education program to the County Treasurer.

The following procedures serve as a basis for permitting 15 year old students to secure an operator's license:

1. prepare three copies of Form F712-411.090*;
2. Transmit the original and duplicate to the County Treasurer of the county in which the program is operated;
3. keep the triplicate.

Form F712-411.090 may be submitted periodically throughout the year as students under the age of 16 complete the Traffic Education program.

* Copies of Form F712-411.090, developed jointly by the Office of the Superintendent of Public Instruction and the Montana Highway Patrol, are available from the Traffic and Safety Education Supervisor, Office of the Superintendent of Public Instruction, Helena, Montana 59601.

DRIVER EDUCATION LAW - CHAPTER 53, TITLE 75, REVISED CODES OF MONTANA, 1947

75-5310. It is the purpose of this act to provide the financial assistance necessary to enable the board of trustees of any county high school or any district maintaining a secondary school which includes grades ten (10) to twelve (12) inclusive to offer a course in driver education and by that means to develop in the youth of this state a knowledge of the motor vehicle laws, an acceptance of personal responsibility on the public highways, and an understanding of the causes and consequences of traffic accidents. The course in driver education shall further provide to the youthful drivers of this state training in the skills necessary for the safe operation of motor vehicles.

75-5311. As used in this act, unless the context indicates otherwise:

(1) "Superintendent" or "state superintendent" means the superintendent of public instruction.

(2) "Driver education course" means an accredited course of instruction in driver education which shall meet basic course requirements established by the superintendent of public instruction and each part of said course, both classroom instruction, and behind-the-wheel instruction, shall be taught by a qualified teacher of driver education.

Any or all portions of the course may be taught after regular school hours or on Saturdays as well as on regular school days or as a summer school course, at the option of the local board of trustees. High schools may cooperate in the presentation of such a course.

(3) "Qualified teacher of driver education" means an instructor certified by the superintendent of public instruction to teach both the classroom instruction and the behind-the-wheel instruction of the driver education course, under rules adopted by the state superintendent.

75-5312. (1) The superintendent shall administer, supervise, and develop the driver education program and shall assist local districts in the conduct of their driver education program.

(2) The board of trustees of any county high school or any district maintaining a secondary school which includes grades ten (10) to twelve (12) inclusive, may establish and maintain a driver education course for pupils enrolled in the secondary schools in the district or county high schools provided that any student enrolled in the course will have reached his fifteenth (15th) birthday within six (6) months of course completion.

75-5313. (1) There is hereby established an automobile driver education account in the earmarked revenue fund. There shall be paid into this account a portion of the fines assessed on all offenses involving a violation of a state statute or a city ordinance relating to the operation or use of motor vehicles, except offenses relating to parking of vehicles, in the following amounts:

(a) where a fine is imposed, four dollars (\$4) of every twenty dollars (\$20) of fine imposed or twenty percent (20%) of the fine, whichever is greater;

(b) where multiple offenses are involved, twenty percent (20%) of the total sum of all fines imposed.

Where a fine is suspended, in whole or in part, the portion paid to the automobile driver education account in the earmarked revenue fund shall be in accordance with the fine actually imposed.

(2) The state of Montana shall annually contribute to the account five percent (5%) of all moneys received by the state of Montana from the collection of the motor vehicle driver's license fee provided for under the laws of the state of Montana. It shall be paid to the state treasurer of Montana and credited to the automobile driver education account in the earmarked revenue fund.

75-5314. When any deposit of bail is made for an offense to which section 4 of this act applies and the bail is forfeited, the same portion of the forfeited bail shall be deposited in the earmarked fund for driver education as would be deposited for the imposition of a fine.

75-5315. The portion of the proceeds from fines specified in section 4 of this act shall be transmitted to the city or county treasurer, as the case may be, by the court collecting the same, in the manner and at the times that fines and bail forfeitures are transmitted to such treasurers under law. The city and county treasurers shall transmit to the state treasurer monthly, and without deduction, the portion of such fines received which are to be credited to the automobile driver education account in the earmarked revenue fund.

75-5316. When a court is required under law to transmit fees, fines and forfeitures directly to the state treasurer of Montana, the gross proceeds including the portion of the fines to be credited to the automobile driver education account in the earmarked revenue fund shall likewise be so transmitted and credited to the driver education account in the earmarked revenue fund by the state treasurer.

75-5317. (1) All moneys in the automobile driver education account shall be disbursed annually by the superintendent to school districts and county high schools providing driver education in accordance with the standards prescribed for such program and in accordance with such rules as may be promulgated by the superintendent for the administration of this act; provided that reimbursements to schools shall be based on the number of pupils completing the driver education program including both classroom instruction and practice driving (behind-the-wheel driving) between July 1 and June 30 of any fiscal year.

(2) Before such fund is allocated to the qualifying schools there shall be deducted therefrom such amount as may be necessary for the administration of this act including development, printing, and distribution of essential materials; preparation of teachers qualified in driver education; supervision of the program; and any and all other

purposes deemed necessary by the superintendent; such amount not to exceed twenty-four thousand dollars (\$24,000) annually. Such state reimbursement for driver education and all other nontax receipts for driver education shall be deposited by the county treasurer to the credit of the school district or county high school in a special non-budgeted fund as provided in section 75-3722, R.C.M. 1947, and may be expended for the purposes provided by this act.

Section 31-114, R.C.M. 1947, as amended:

31-114. Highway patrol--fees--fines and forfeitures. All fees, fines and forfeitures collected in any court from persons apprehended or arrested by patrolmen for violation of this act and the laws and regulations relating to the use of state highways and the operation of vehicles thereon must be paid to the state treasurer of Montana and by him credited to the general fund of the state, except for that portion of the fines, as provided in section 4 of this act, which shall be paid into the automobile driver education account, in the earmarked revenue fund; and at the time of payment of any such fee, fine or forfeiture there shall be filed with the state treasurer a complete statement showing the total of the fees, fines or forfeitures received or incurred, which statement shall give the title of the court and cause and be subscribed to by the person or officer making such payments.

Section 94-801-2, R.C.M. 1947, as amended:

94-801-2. Traffic fines collected from juvenile offenders--disposition. All fines collected by the district courts from children under eighteen (18) years of age, for unlawful operation of motor vehicles resulting from traffic summonses issued by the peace officers of the cities, counties, or by highway patrolmen, together with that portion of the fines which is specified in section 4 of this act, shall be retained by the county treasurer of the county in which the offense occurred and at the end of each month distributed as follows:

(a) Fines collected as the result of summonses issued by city police officers shall be distributed to the city in which the police officer is employed, and credited to the city general fund;

(b) Fines collected as the result of summonses issued by county peace officers shall be retained by the county treasurer and credited to the county road fund;

(c) Fines collected as the result of summonses issued by state highway patrolmen shall be paid to the state treasurer of Montana and by him credited to the general fund of the state;

(d) That portion of the fines, as provided for in section 4 of this act, shall be paid to the state treasurer of Montana and by him credited to the automobile driver education account in the earmarked revenue fund.

Section 32-1131, R.C.M. 1947, as amended:

32-1131. Speed and traffic regulations--disposition of fines. Any and all fines collected for the violation of any of the provisions of this act shall belong to the general road fund of the county, and shall, immediately after their collection, be paid over by the court or magistrate collecting the same to the county treasurer for the use and benefit of that fund, except for that portion of the fines, as provided for in section 4 of this act, which the county treasurer shall transmit to the state treasurer of Montana and by him credited to the automobile driver education account in the earmarked revenue fund.

APPENDIX

SAMPLE FORMS AND LETTERS

State of Montana
 Office of the Superintendent
 of Public Instruction
 Dolores Colburg, Superintendent
 Helena 59601

SCHOOL DISTRICT APPLICATION
 For Approval of Traffic Education Program
 For 19__ - 19__ School Year
 Including 19__ Summer Program

Due Dates: First Semester August 15
 Second Semester January 10
 Summer Program May 15

This form, completed in its entirety, is required in accordance with Chapter No. 214, Montana Session Laws 1969.

DIRECTIONS:

1. Read this form and accompanying Traffic Education Handbook before completing the blanks.
2. Complete this form in triplicate; use typewriter or ink.
3. When complete, send all three copies to Traffic and Safety Education Supervisor, Office of the Superintendent of Public Instruction, Helena, Montana 59601.
4. Submit with this application a copy of the proposed schedule of classroom and laboratory instruction. A separate schedule must be submitted for first semester, second semester, and summer programs.

District No.	County	City	School
--------------	--------	------	--------

I. FIRST SEMESTER

Classroom Instruction from (date) _____ 19__ to (date) _____ 19__
 Laboratory Instruction from (date) _____ 19__ to (date) _____ 19__
 Approximate number of students completing ENTIRE program this semester _____
 Name(s) of Teacher(s) _____

II. SECOND SEMESTER

Classroom Instruction from (date) _____ 19__ to (date) _____ 19__
 Laboratory Instruction from (date) _____ 19__ to (date) _____ 19__
 Approximate number of students completing ENTIRE program this semester _____
 Name(s) of Teacher(s) _____

III. SUMMER PROGRAM

Classroom Instruction from (date) _____ 19__ to (date) _____ 19__
 Laboratory Instruction from (date) _____ 19__ to (date) _____ 19__
 Approximate number of students completing ENTIRE program this summer _____
 Name (s) of Teacher(s) _____

SIGNATURES

This application is submitted with the understanding that the Traffic Education Program will be established and maintained in accordance with standards outlined in the Traffic Education Handbook.

Signed _____ Signed _____
 Chairman, Board of Trustees District Superintendent

Date _____ Date _____

PROGRAM APPROVAL

This program is approved as noted:

Signed _____
 State Superintendent of Public Instruction

Date _____

	Approved	Not Approved
First Semester	<input type="checkbox"/>	<input type="checkbox"/>
Second Semester	<input type="checkbox"/>	<input type="checkbox"/>
Summer Program	<input type="checkbox"/>	<input type="checkbox"/>

State of Montana Office of the Superintendent of Public Instruction Dolores Colburg, Superintendent Helena 59601	TRAFFIC EDUCATION Classroom and Laboratory Schedule
	Due Dates: First Semester August 15 Second Semester January 10 Summer Program May 15

INSTRUCTIONS:

Complete two copies of this form and send original copy to Traffic and Safety Education Supervisor, Office of the Superintendent of Public Instruction, Helena, Montana 59601. Retain duplicate copy for school files.

District No.	County	City	School
--------------	--------	------	--------

	1st Sem.	2nd Sem.	Summer
Program for which schedule applies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Proposed Classroom Schedule for Traffic Education Program

- Number of days instruction scheduled during semester _____
- Length of classroom instruction periods:
 Mon. Tues. Wed. Thurs. Fri. Sat.
 _____ Min. _____ Min. _____ Min. _____ Min. _____ Min. _____ Min.
- Approximate number of students enrolled during semester _____
- Number of class sections scheduled _____
- Total number of classroom hours scheduled per student _____

Proposed Laboratory Schedule for Traffic Education Program

- Number of days laboratory instruction scheduled during semester _____
- Number of hours laboratory instruction scheduled during day:
 Mon. Tues. Wed. Thurs. Fri. Sat.
 _____ Hrs. _____ Hrs. _____ Hrs. _____ Hrs. _____ Hrs. _____ Hrs.
- Number of automobiles used in laboratory instruction. _____
- Number of students in automobile during laboratory instruction _____
- Maximum hours of laboratory instruction per instructor per day _____ (6 hrs. max.)
- Number of students scheduled to complete laboratory instruction during semester _____

State of Montana
 Office of the Superintendent
 of Public Instruction
 Dolores Colburg, Superintendent
 Helena 59601

TRAFFIC EDUCATION PROGRAM
 REIMBURSEMENT REQUEST

Due Date: On or before July 10

This form, completed in its entirety, is required in accordance with Chapter No. 214, Montana Session Laws 1969.

DIRECTIONS:

1. Please read this form and accompanying Traffic Education Handbook before completing.
2. List names alphabetically, last name first.
3. Complete this form in duplicate; use typewriter or pen.
4. When complete, send original to Traffic and Safety Education Supervisor, Office of the Superintendent of Public Instruction, Helena, Montana 59601; keep duplicate.

District No.	County	City	School
--------------	--------	------	--------

This reimbursement request is for the 19__ - 19__ school year, including 19__ summer program.

Type of program: Regular School ___; Summer ___; Teacher(s) _____

This request for state reimbursement for Traffic Education Program consists of ___ sheet(s). I certify that this reimbursement request is true and complete to the best of my knowledge and belief.

Date _____ Signed _____

Chairman, Board of Trustees
 (Signature is required only on the first sheet of claim)

NAME OF STUDENT (List alphabetically, last name first)	BIRTH DATE	DATE COURSE COMPLETED
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

(Continue student listing on reverse side of this form)

NAME OF STUDENT

BIRTH DATE

DATE COURSE COMPLETED

16.

17.

18.

19.

20.

21.

22.

23.

24.

25.

26.

27.

28.

29.

30.

31.

32.

33.

34.

35.

36.

37.

38.

39.

40.

41.

42.

43.

44.

45.

State of Montana
Office of the Superintendent
of Public Instruction
Dolores Colburg, Superintendent
Helena 59601

APPLICATION FOR APPROVAL AS A QUALIFIED
TEACHER OF TRAFFIC EDUCATION
For 19__ - 19__ School Year Including
19__ Summer Program

DIRECTIONS:

1. Complete one copy of this form.
2. Send completed form to Traffic and Safety Education Supervisor, Office of the Superintendent of Public Instruction, Helena, Montana 59601.

Mr.
Mrs.
1. Miss _____
(Last Name) (First Name) (Middle Name)

2. Address _____
(Number and Street) (Town) (Zip Code)

3. Do you hold a Montana teaching certificate? Yes___ No___ Folio No. _____

4. Have you ever been arrested, indicted or summoned into court as a defendant in a criminal proceeding, or convicted, fined, or imprisoned or placed on probation, or have you ever been ordered to deposit bail or collateral for the violation of any law, police regulation or ordinance, including traffic violations? (Excluding parking tickets) Yes___ No___
If "yes," attach complete information.

5. Valid Montana driver's license number _____

6. Years of driving experience _____
(Traffic education teachers should have extensive background and experience in driving different makes or types of vehicles and under various traffic, weather and road conditions; driving records, state and local, should be free of repeated accident experience and traffic violations.)

7. PREPARATION IN TRAFFIC EDUCATION

Name and Location of Institution	Dates of Attendance	Number and Title of Course	Credit Earned (Quarter Hours)

I CERTIFY that the above statements are true and correct.

(Date)

Signed _____
(Applicant)

STATE OF MONTANA

SUPERINTENDENT OF PUBLIC INSTRUCTION

HELENA 59601



DOLORES COLBURG

This is to certify that _____ is a

Qualified Teacher of Traffic Education.

Valid from _____ through the summer program of

19 ____.

Date

State Superintendent

State of Montana
 Office of the Superintendent
 of Public Instruction
 Dolores Colburg, Superintendent
 Helena 59601

TRAFFIC EDUCATION
 NOTICE OF COURSE COMPLETION
 FOR STUDENTS FIFTEEN YEARS OF AGE

DIRECTIONS:

FOR LICENSING PURPOSES ONLY

1. List on this form only those students who have not reached their sixteenth birthday.
2. List names alphabetically, last name first.
3. Prepare THREE copies, using typewriter or ink.
 - a. Transmit the original and duplicate to your County Treasurer.
 - b. Retain the triplicate for school district files.
 - c. Note: Do not transmit this form to the Office of the Superintendent of Public Instruction.

District No.	County	City	School
--------------	--------	------	--------

I certify that the below-listed students have successfully completed a state-approved traffic education program consisting of a minimum of 30 hours of classroom instruction and 6 hours of behind-the-wheel instruction.

Signed _____
 Superintendent of Schools

Date _____

Total number of
 students listed

(Signature is required only on the first sheet of list)

NAME OF STUDENT (List alphabetically, last name first)	BIRTH DATE	DATE COURSE COMPLETED
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		
9. _____		
10. _____		
11. _____		
12. _____		
13. _____		
14. _____		
15. _____		

(Continue student listing on reverse side of this form)

NAME OF STUDENT

BIRTH DATE

DATE COURSE COMPLETED

16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		
26.		
27.		
28.		
29.		
30.		
31.		
32.		
33.		
34.		
35.		
36.		
37.		
38.		
39.		
40.		
41.		
42.		
43.		
44.		
45.		

